

For: State and County Offices

2003 County Committee (COC) Election Ballots

Approved by: Deputy Administrator, Field Operations



1 Overview

A Background

Ballots for the 2003 COC election are being printed and mailed by an outside contractor. The process for entering the nominee names and ballot information is now a web-based system. Employees responsible for entering this information will need their WebCAAF ID's and passwords. The WebCAAF ID is the employee's original ICAMS ID. The password is the original ICAMS password. If the password has been changed for ICAMS, and the employee no longer knows what the original password was, call the National Help Desk at 800-255-2434 to have the password reset.

County Offices shall input the COC nominee and ballot information using the slate of nominees developed from FSA-669A, which was submitted as the source of the nominee information.

If any number of nominations are received from the public nomination process, no further action will be taken to fill a slate. The election will be held with the nominations received. If only 1 person is nominated through the public nomination process, only that name will appear on the ballot. There should, if possible, be at least 1 nominee from socially disadvantaged farmers and ranchers.

If **no** nominations for the COC position have been received for LAA holding an election, COC's **must** fill a slate with 3 names with at least 1 nominee representing socially disadvantaged farmers and ranchers in the county. This information must be entered by September 19, 2003.

Disposal Date	Distribution
September 1, 2004	State Offices; State Offices relay to County Offices

1 Overview (Continued)

B Purpose

This notice explains to State and County Offices the process of entering the ballot and nominee information into the web-based system, and the updating of the race, sex, and national origin data (RSNOD) into SCIMS. The timeframe for entering the information is September 10, 2003, through September 19, 2003. The ballot information **must** be entered no later than September 19, 2003, in order for the information to be transmitted to the contractor by the deadline.

C Contact

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact Ken Nagel, DAFO, by telephone at 202-720-7890, or Deborah Johnson, DAFO, at 202-720-0067, or by FAX at 202-720-5900.

2 Action

A Update

Before accessing the website to begin entering the ballot information and nominees, all counties in the system and all eligible voters in the Name and Address file must be updated with the COC and LAA codes according to 15-AO, Part 3, Section 4.

Any additional changes to the Name and Address file, such as a new producer or address changes should be completed when received. Changes made by September 19, 2003, will be included in the database sent to the contractor and will be used to send out the ballots.

B Entering Ballot Information

Enter the COC election website address: **<http://neptune.fsa.usda.gov/COC/Index.jsp>**. Users will need to go through WebCAAF Authentication and Authorization Process to sign in to the site. To do this, users will need their WebCAAF ID and password. If employees do not know their WebCAAF ID and password, the Help Desk should be contacted at 800-255-2434 for support.

2 Action (Continued)

B Entering Ballot Information (Continued)

Enter ballot information according to this table. See Exhibit 1 for screen prints.

Step	Screen Title	Action
1	USDA WebCAAF Authentication and Authorization Warning Screen	PRESS “Continue”.
2	Please enter your credentials	Enter WebCAAF User ID and Password. PRESS “Login” or “Enter”.
3	County Office Committee Election	PRESS “County FSA Committee Elections Login”.
4	Administering Location	Pre-filled with user’s State and county (unless shared management office), use: <ul style="list-style-type: none"> • drop-down box to select number of COC’s with elections (may be 1, 2, or 3 – for shared management offices only) • next drop-down box to select the identifying number of LAA’s having an election <p>Note: Process each COC and LAA separately.</p> <ul style="list-style-type: none"> • PRESS “Submit”.
5	Administering Office Location	Check address for accuracy and PRESS “OK”.
6	Voting Location	Verify Voting Location address. <ul style="list-style-type: none"> • If correct, check the box and PRESS “Submit”. • If incorrect, enter the full address in the fields provided and PRESS “Submit”. <p>Example: If Administrative Office address is a post office box, and you want the street address shown as the voting location on the ballot, enter the street address. PRESS “Submit”.</p>

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1 Action (Continued)

B Entering Ballot Information (Continued)

Step	Screen Title	Action
7	Ballot Data	<ul style="list-style-type: none">Choose the address of the location where the ballots will be counted by checking the corresponding box. If correct address is not listed, enter full address in the appropriate fields.Select month and day from drop downs and fill in year for date ballots are to be counted.Enter the time the ballots will be counted, and select the radio button for a.m. or p.m.Number of candidates to select: prefilled.PRESS “Submit”.
8	Candidate Search	<ul style="list-style-type: none">Enter either of the following:<ul style="list-style-type: none">the last 4 digits of the candidate’s IDthe first few letters of his or her last namePRESS “Submit”.
9	Candidate Data	<p>From the list that appears when you PRESS the “Candidate” drop-down box, select the correct name for the candidate. If the candidate goes by a nickname, enter it in the “Nickname” field. PRESS “Add to list”, and the candidate’s name will appear in the “Candidates Entered” field.</p> <p>To select another candidate, PRESS “Search”; and repeat the process until all candidates have been entered.</p> <p>If an incorrect candidate is accidentally added to the list:</p> <ul style="list-style-type: none">click on the incorrect candidate to highlight his or her namePRESS “Remove from List” to delete his or her name. <p>When all candidates are shown in the “Candidates Entered” field, PRESS “Finish”.</p>


1 Action (Continued)**B Entering Ballot Information (Continued)**

Step	Screen Title	Action
10	Is this data correct?	<p>Check the data in each section for accuracy, and select the radio button to indicate “Yes” or “No”, and PRESS “Submit”.</p> <p>If the user has selected “No” for any field, indicating that some piece of information is incorrect, and presses “Submit”, the user will be taken back to the screen to correct that piece of information. Correct the information and PRESS “Submit” again to go back to the screen to verify that all the information is correct.</p> <p>When all of the “Yes” buttons have been selected, print this page for your records. It will be the only hard copy you will have of the information you have input showing your nominees and other ballot data. Retain this copy with the current election records.</p> <p>PRESS “Submit”.</p>
11	Transaction Completed	The user will receive the message, “Transaction Completed”.

C Entering RSNOD into SCIMS

FSA-669A encouraged the nominee to complete the race, sex, and national origin self-identification fields. If these have been completed, this information will need to be updated in the SCIMS records at this time. See 1-CM for assistance. If the nominee did not complete this information, no action is required. Do **not** make any changes to the SCIMS data that was not provided by the nominee.

WebCAAF Screen Prints

 UNITED STATES DEPARTMENT OF AGRICULTURE	WebCAAF Authentication and Authorization
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*****WARNING*****

YOU HAVE CONNECTED TO A U.S. GOVERNMENT COMPUTER, IF YOU ARE NOT AUTHORIZED ACCESS TO THIS SYSTEM, DISCONNECT NOW.

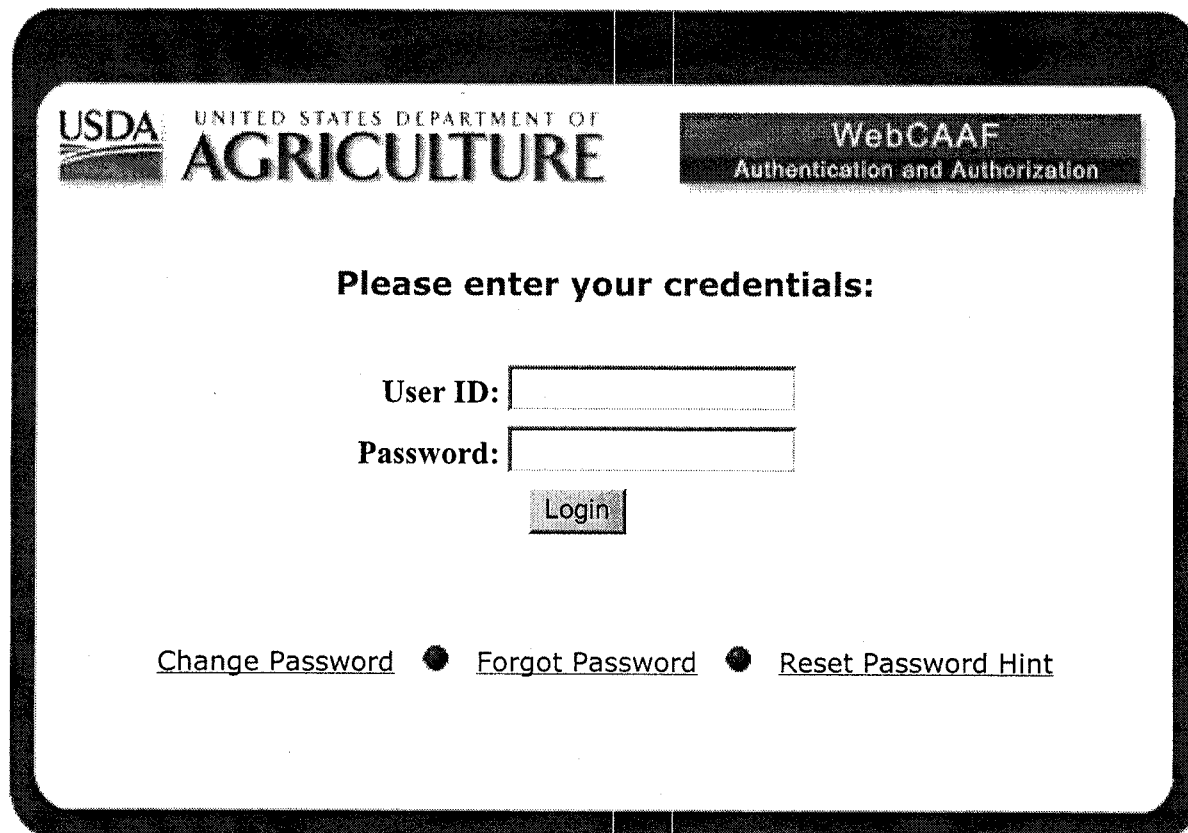
All attempts to access and use this system and/or its resources are subject to keystroke monitoring and recording. Everyone using this system expressly consents to such monitoring and is advised that if such reveals possible evidence of criminal activity or abuse of authority, the information will be reported to authorities for action. Unauthorized access attempts or use in excess of documented authority may subject you to a fine and/or imprisonment in accordance with Title 18, USC, Section 1030 or administrative penalties or dismissal.

Passwords used by this authentication service expire every 90 days. You are encouraged to frequently change your password to reduce the risk that it will be compromised.

*****WARNING*****

CONTINUE CANCEL

WebCAAF Screen Prints (Continued)

The image shows a login screen for the WebCAAF system. At the top left is the USDA logo with the text "UNITED STATES DEPARTMENT OF AGRICULTURE". To the right of this is a dark box containing the text "WebCAAF" and "Authentication and Authorization" below it. In the center, the text "Please enter your credentials:" is displayed. Below this text are two input fields: "User ID:" followed by a text box, and "Password:" followed by a text box. Below the password field is a "Login" button. At the bottom of the screen, there are three links: "Change Password", "Forgot Password", and "Reset Password Hint", separated by bullet points.

USDA UNITED STATES DEPARTMENT OF AGRICULTURE

WebCAAF
Authentication and Authorization

Please enter your credentials:

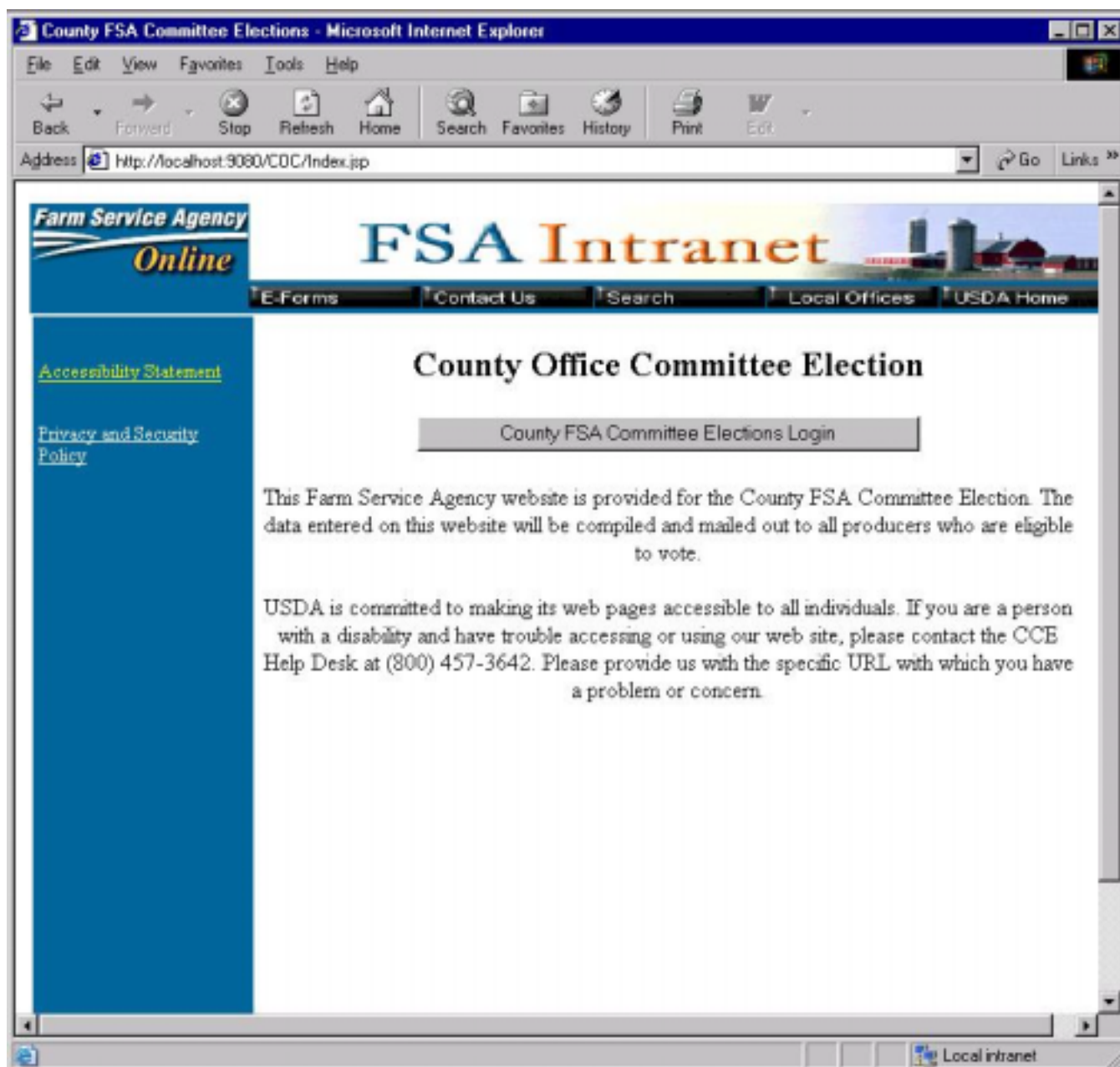
User ID:

Password:

Login

[Change Password](#) • [Forgot Password](#) • [Reset Password Hint](#)

WebCAAF Screen Prints (Continued)



WebCAAF Screen Prints (Continued)

County FSA Committee Elections - Enter Administering Data - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit

Address <http://localhost:9080/CDC/EnterAdministeringData.jsp> Go Links

Farm Service Agency Online

FSA Intranet

E-Forms Contact Us Search Local Offices USDA Home

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Administering Location

State:

*County:

*County Office Committee:

*Local Administrative Area:

** Distinguishes required fields.*

Done Local intranet

WebCAAF Screen Prints (Continued)

County FSA Committee Elections - Administering Office Location - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit

Address <http://localhost:9090/COC/AdminOfficeLocation.jsp> Go Links

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Online

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[Administering Location](#)

Administering Office Location

This is the Administering Office Location that is associated with the data entered on the previous screen.

City:

State:

Address:

Zip:

OK

Done Local intranet

WebCAAF Screen Prints (Continued)

County FSA Committee Elections - Enter Voting Data - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit

Address <http://localhost:9080/COC/EnterVotingData.jsp> Go Links

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[Administering Location](#)

Voting Location

(If the address is the same as the Administrative office address just check the box and do not enter the address, otherwise enter the full address.)

☐ **PO BOX 1139**
MARFA, TX 79843-1139

Address Information:

Address:

*Street:

*City: *State:

*Zip:

** Distinguishes required fields.*

WebCAAF Screen Prints (Continued)

County FSA Committee Elections - Enter Ballot Data - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit

Address <http://localhost:9080/CDC/EnterBallotData.jsp> Go Links

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Ballot Data

(Location Ballots will be counted at.)
Select from the following or enter alternative.
**(If the address is the same as the Administrative office just check the box and do not enter the address, otherwise enter the full address.)*

☒ **PO BOX 1139**
MARFA, TX 79843-1139
**(If the address is the same as the Voting Location just check the box and do not enter the address, otherwise enter the full address.)*

☐ **FSA County Office**
1011 East Main Street
Marfa, TX 79843-1249

Address Information:

*Street:

*City: *State:

*Zip:

(Date Ballots will be counted.)

*Month: *Day: *Year:

(Time Ballots will be counted.) ex.(10:00)

*Time: : ☐ *A.M. ☒ *P.M.

(Number of Candidates to select on ballot.)

*Number of Candidates to Select:

**Distinguishes required fields.*

Done Local intranet

WebCAAF Screen Prints (Continued)

County FSA Committee Elections - Candidate Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit

Address: http://localhost:9090/CDC/CandidateSelectionData.jsp Go Links

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[Ballot Data](#)

Candidate Search

*(To select a Candidate please input one of the following)

Last Four Digits of ID

or

Partial Last Name

** Distinguishes required fields.*

Done Local intranet

WebCAAF Screen Prints (Continued)

County FSA Committee Elections - Enter Candidates - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit

Address <http://localhost:9080/CDC/EnterCandidates.jsp> Go Links

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[Ballot Data](#)

Candidate Data
(Candidate Names)

*Candidate: REYNOLDS CATTLE CO 752102789

Nickname: Jim Thorpe

*Candidates Entered:

SOUTHWEST LAND ASSOCIATES LTD (Roger Padakter)
SPRING MOUNTAIN RANCH (Lenny Aguato)
TRUMAN SPOON (Truman)
CYNTHIA STEINBREDER (Cindy)
MARY ANN CARAMEROS
ROBERT E MARTIN
IRIS V KORUS DDS
WAYNE BAIZE
JDC RANCH PARTNERS LP (James Brown)

Search Add To List Remove From List Finish

** Distinguishes required fields.*

Done Local intranet

WebCAAF Screen Prints (Continued)

County FSA Committee Elections - COC Election Data - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://localhost:9080/COC/DisplayCumulativeData.jsp> Go Links

E-Forms Contact Us Search Local Offices USDA Home

Is this data correct?	Election Date: 12-01-2003
*Yes <input type="radio"/> No <input type="radio"/>	Administering Location State: <input type="text" value="Texas"/> County: <input type="text" value="Presidio"/> County Office Committee: <input type="text" value="1"/> Local Administrative Area: <input type="text" value="1"/>
*Yes <input type="radio"/> No <input type="radio"/>	Voting Location City: <input type="text" value="Marfa"/> State: <input type="text" value="TEXAS"/> Address: <input type="text" value="FSA County Office
1011 East Main Street"/> Zip: <input type="text" value="79843-1240"/>
*Yes <input type="radio"/> No <input type="radio"/>	Ballot Data (Location Ballots will be counted at.) City: <input type="text" value="MARFA"/> State: <input type="text" value="TEXAS"/> Address: <input type="text" value="PO BOX 1139"/> Zip: <input type="text" value="79843-1139"/> (Date Ballots will be counted.) Month: <input type="text" value="December"/> Day: <input type="text" value="13"/> Year: <input type="text" value="2003"/> (Time Ballots will be counted.) Time: <input type="text" value="12:15"/> P.M. (Number of Candidates to select on ballot.) Number of Candidates to Select: <input type="text" value="1"/>

Local intranet

WebCAAF Screen Prints (Continued)

(Continuation of previous screen)

County FSA Committee Elections - CDC Election Data - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://localhost:9080/CDC/DisplayCumulativeData.jsp> Go Links

Candidate Data (Candidate Names)	Candidates:	SOUTHWEST LAND ASSOCIATES LTD (Roger Padakter)
		SPRING MOUNTAIN RANCH (Lenny Aguato)
*Yes <input type="radio"/> No <input type="radio"/>		TRUMAN SPOON (Truman)
		CYNTHIA STEINBREDER (Cindy)
		MARY ANN CARAMEROS
		ROBERT E MARTIN
		IRIS V KORUS DDS
		WAYNE BAIZE
		JDC RANCH PARTNERS L P (James Brown)
		REYNOLDS CATTLE CO (Jim Thorpe)

	County Office Mailing Address
	City: <input type="text" value="MARFA"/>
	State: <input type="text" value="TEXAS"/>
	Address: <input type="text" value="PO BOX 1139"/>
	Zip: <input type="text" value="79843-1139"/>
	Date Ballots Mailed
	Date: 11-18-2003

After verifying the correctness of the above information, please print this page for your records before submitting.

**Distinguishes required fields.*

Local intranet

WebCAAF Screen Prints (Continued)



FSA Intranet



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Transaction Completed

The information was successfully stored.

[County FSA Committee Elections Login](#)